

**1-17-A Domestic Travel (1200 TN 433 1-17-A)**

**1. AUTHORITY.** To authorize and approve travel and certain travel-related activities, including specifically:

- a. Travel authorizations for domestic travel. This includes permanent change of station moves and related items, such as extensions to complete real estate transactions. Authority to approve extensions of temporary quarters and storage of household goods is not provided herein. (See subparagraph 1.h.);
- b. Actual subsistence for per diem areas when unusual circumstances result in travel expenses not being adequately covered by the lodgings-plus per diem rate;
- c. Use of noncontract air carriers when justified under the conditions provided in the Federal and Agency Travel regulations;
- d. Use of cash in excess of \$100 to procure nonemergency passenger transportation services if the use of a Government Transportation Request or a Government-issued charge card is not possible;
- e. Use of cash in excess of \$100 to procure emergency passenger transportation services if the use of a Government Transportation Request or a Government-issued charge card is not possible;
- f. Annual leave in excess of one day while in travel status when justified under the conditions provided in Chapter 10, paragraph 4, of the Agency Travel Manual;
- g. First class air accommodations under the criteria provided in the Federal and Agency Travel regulations;
- h. Extensions for temporary quarters and storage of household goods related to a permanent change of station;
- i. Emergency travel due to illness, injury, personal emergency; and
- j. Actual subsistence, transportation expenses, and extensions of temporary living accommodations for threatened law enforcement/investigative employees and their families.

**2. TO WHOM DELEGATED.**

- a. The authority in paragraph 1.a. to approve travel authorizations for domestic travel in the lodgings-plus per diem system is delegated to the Deputy Regional Administrator and Division Directors.
- b. The authorities in paragraph 1.a. pertaining to permanent change of station moves is delegated to the Assistant Regional Administrator for the Mission Support Division (MSD).
- c. The authorities in paragraphs 1.b., 1.c., 1.e. and 1.i. are delegated to the Deputy Regional Administrator and Division Directors.

**1-17-A Domestic Travel (continued)****3. LIMITATIONS.**

- a. Only the Administrator, Deputy Administrator, Assistant and Associate Administrators, General Counsel, Inspector General and Divisional Inspectors General, Regional Administrators, Director of Administration, Cincinnati; and Director of the Office of Administration and Resources Management, Research Triangle Park; and Directors of Laboratories may approve their own travel authorizations for domestic travel.
- b. Approval of first class air travel (subparagraph 1.g.) is reserved to the Assistant Administrator for the Office of Administration and Resources Management.
- c. Approval of requests for payment for the use of cash to procure nonemergency transportation services in excess of \$100 (subparagraph 1.d) is limited to the Regional Administrator. All approved requests must then be forwarded to the Director, Financial Management Division for submission to the General Services Administration for final approval.
- d. The authority in paragraph 1.a., to approve travel authorizations for domestic travel in the lodgings-plus per diem system, may be redelegated further by the Division Directors at their discretion, to their principal assistants, including Branch Chiefs. All redelegations made through this authority must be made annually in writing (normally on the first day of the fiscal year for the fiscal year). Copies of the memo conferring the delegation must be filed with the Comptroller (3MD30) and the Directives Officer (3MD60). The memo must include the names and signatures of all persons authorized to sign travel authorizations including those persons who will serve as acting Branch Chief. The memo should be revised whenever a change occurs to allow for the prompt payment of all travel claims. If redelegation is made to Branch Chiefs, the division must make branch travel budgets and track all expenditures against them to make sure that the division's allocation is not exceeded.
- e. Requests for further redelegations must be submitted by the Regional Administrator to the Director, Financial Management Division, EPA Headquarters, in writing. Approval of requests will normally be limited to those areas where geographical locations or program considerations create a special need.

**4. REDELEGATION AUTHORITY.**

The authorities in paragraph 1.d., 1.f., 1.h., and 1.j. may not be redelegated without formal amendment.

An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically delegated.

**1-17-A Domestic Travel (continued)**

**5. ADDITIONAL REFERENCES.**

- a. Additional information is available in the EPA Resource Management Directive System 2550B, Official Travel.

**6. SUPERSESSION.** Delegations Manual, GAM, Regional Delegation 1-17-A. Domestic Travel, 1200 TN RIII 64 (August 11, 1987).

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Cosmo Servidio  
Regional Administrator